

**Miramar College
Staff Development Committee Meeting Minutes
April 25, 2016
2:00 p.m.
Room H-101 Conference Room**

**Members Present: V. Naters, K. Petti, J. Allen, T. Hubbard, L. Ornelas
Guests: M. McMahon, C. Padilla**

- I. Call to Order
The meeting was called to order at 2:04 p.m.
- II. Review and approval of agenda
The agenda was approved (MSC: K. Petti/J. Allen)
- III. Guest: Marie McMahon,
Topic: Professional Development on the Miramar College Campus
M. McMahon spoke to the committee about the role of a Professional Development Coordinator position at Miramar. This position would be a faculty position and the possible funding would come from AFT. The position does not currently exist; however, Marie would like to take advantage of the funds that AFT may provide to create the position. The Academic Senate is currently discussing if the position should be a part of a campus committee, and if so, which committee. This position would be responsible for coordinating Professional Development activities on the campus as well as managing PD funds from the State, if and when those funds become available. Marie discussed the possibility of the position being a member of the Staff Development Committee. A discussion followed the request and it was determined that more information is needed before a decision can be made. The committee will further discuss this topic at the May 9, 2016, meeting. As a point of clarification, K. Petti (who is one of the campus AFT representatives), explained that the AFT funds that Marie is planning to use to establish the Professional Development Coordinator position, can only be used for existing positions and not to create new positions. This information has also been confirmed by AFT President, Jim Mahler.

Miramar College
Staff Development Committee Meeting Minutes
April 25, 2016

- IV. Guest: Brett Bell
Travel Procedures
B. Bell attended the meeting to provide information on processing travel requests in PeopleSoft.
- V. Review New Travel Requests
Two travel requests were reviewed and approved for funding.
- a. Rod Porter
BioForce Conference
Laguna Hills, CA
June 11-12, 2016
\$994.60 was approved
- b. Cynthia Gilley
BCCE (Conference on Chemical Education)
Greeley, CO
July 31-August 4, 2016
\$1,000 was approved
- VI. Budget Update
The budget was reviewed. Current liquidated expenditures are \$8,581.11, with another \$4,500 to be liquidated.
- VII. Meeting Dates for Fall 2016
The following meeting dates have been set for the fall 2016 term:
- August 29, 2016
 - September 26, 2016
 - October 24, 2016
 - November 14, 2016
 - December 5, 2016
- VIII. For the Good of the Order / Adjournment
The meeting was adjourned at 3:00 p.m.